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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Special Operations      DATE: 18 September 1950

FROM : Chief, Communications Division

SUBJECT: Establishment of Basic Communications Training Course

1. As a result of the current emergency it has become increasingly apparent that special consideration must be given to expediting the recruitment and security clearance of Communications personnel.

2. Valuable time is presently being lost as a result of the necessary delays incident to obtaining full security clearances. During the time that prospective employees are undergoing investigation it is proposed that they be granted provisional clearances and afforded unclassified basic communications training.

3. With a view to establishing such a program, it is recommended:

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(a) That SED expedite the recruitment of candidates to fill the ☐ vacant positions currently available on the Communications T/O.

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(b) That authorization be granted to recruit an additional ☐ GS-5/6 communication technicians with a view to insuring ample personnel to provide for attrition and unforeseen requirements.

(c) That provisions be made by I & SS to grant provisional security clearances to candidates falling in the above categories with a view to their entrance on duty in temporary indefinite unvouchered appointments, and enrollment in the Basic Communications Training Course at the earliest practical date.

(d) That a special Communications training section be established under the Communications Branch for handling these uncleared personnel, consisting of the following types of instructors:

1 Supervisor	GS-11
6 Training Officers	GS-9
3 Training Officers	GS-7
1 Clerk-Stenographer	GS-4
1 Training Clerk	GS-5

(e) That 5,000 square feet of space in an unrestricted area, preferably in the Metropolitan area, be obtained to be used for code rooms, laboratory, lecture area and storage to accommodate this program.

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4. It is planned that the Basic Communications Course will accommodate approximately  students at any one time. Instruction will be afforded in International Morse Code, radio theory, practical laboratory work, basic operating procedures, elementary cryptography, and touch typewriting. The subjects to be taught and the materials to be used will be unclassified in nature. Therefore, it is believed that provisional security clearances for all students as well as instructors will be adequate. It is contemplated that during the Basic Course, which will extend over a period of approximately 18 weeks, that I & SS will conduct a full security investigation upon the completion of which students who have finished the Basic Course will be entered in the Advanced Communications Training Courses, and processed for overseas assignments.

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5. Under the above program it is planned that the  existing vacancies for Communications be filled by SED within 30 days; that Basic training be completed within  $4\frac{1}{2}$  months, and that the Advance training in  $3\frac{1}{2}$  months. It is anticipated that processing for overseas assignments will be initiated upon completion of Basic Training, and therefore these personnel should be available to depart for the foreign field within 9 months from the time they have been recruited. Where certain candidates have had special training prior to joining this Agency, it is anticipated that this training period may be shortened.

6. The estimated cost of this proposed program for the balance of the fiscal year 1951 is as follows:

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7. If the foregoing proposal is approved funds in the amount shown will be required. No provision for this expenditure is contained in the present approved budget of this Division.

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APPROVED:

ADSO

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